

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 34  
FEBRUARY 20, 2013 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, February 20, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Director,

**Others Present:** Elaine Marlow, Budget Director

Record @ 00:06

**Solid Waste**

**Subject/Description:** Service Contract Extension for Yard Waste & Compost Hauling

**Attachment:** Memorandum & Draft Contract Extension

**Action Requested:** Contract Extension – Lenz Enterprises, Inc.; Yard Waste Composting for Camano Island; Contract extension for two additional years – February 22, 2013 – February 21, 2015.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Roads**

**Subject/Description:** Local Agency Agreement & Project Prospectus: East Camano Drive/Elger Bay Road/Monticello Drive Intersection Improvements

**Attachment:** Memorandum, Project Prospectus & Local Agency Agreement & Vicinity Map

**Action Requested:**

**Follow Up:** Postponed.

**Public Works**

**Subject/Description:** Final Change Order – Coffman Kitchen Remodel

**Attachment:** Memorandum/Recommendation & Final Change Order

**Action Requested:** Change Order – Austin's Custom Creations, LLC; Additional work to Complete Remodel of Coffman Building Kitchen – Island County Fairgrounds; Adjusted Contract Total \$70,810.42.

**Follow Up:** Okay with full Board to move forward to Monday's agenda.

**Subject/Description:** Parks – 2013 Capital Improvement Projects: \$6,000.00/REET Improvements, Repair & Maintenance

**Attachment:** Memorandum Summary

**Action Requested:** Action Requested:

2013 Capital Improvement Projects:

- |   |            |
|---|------------|
| • Dan Porter Park – restroom timed door locks | \$2,000.00 |
| • Dave Mackie Park –replace well chlorinator  | \$1,000.00 |

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 35  
FEBRUARY 20, 2013 – WORK SESSIONS**

- |   |            |
|---|------------|
| • Dan Porter Park - tree removal near Clinton Library | \$1,000.00 |
| • Freeland Park – Bark replacement                    | \$1,000.00 |
| • Freeland Park & Rhody Ball Fields- Fertilizer       | \$1,000.00 |

**Follow Up:** Okay with full Board.

**Subject/Description:** Enterprise GIS Contract

**Attachment:** Local Agency Standard Consultant Agreement

**Action Requested:** Approval of consultant agreement with Salish Coast Sciences, LLC for Enterprise Geographic Information Systems Needs Assessment & Implementation Plan; Amount: \$43,275.00.

**Follow Up:** Okay with Board to move forward to a Monday agenda.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, February 20, 2013 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director

Record @25:59

**Subject/Description:** Job Requisition

**Attachment:**

**Action Requested:**

**Commissioners Office:**

- Administrative Assistant, temporary, 4-6 hours per week, NR7, 4-6 weeks #021/13  
*Commissioner Johnson moved to approve Job Requisition #021/13. The motion was seconded by Commissioner Emerson and carried unanimously.*

**WSU / Extension Services  
Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, February 20, 2013, at 9:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 36  
FEBRUARY 20, 2013 – WORK SESSIONS**

**Staff Present:** Pam Bishop, Barbara Bennett

**Others Present:** Elaine Marlow, Budget Director

Record @32:12

**Subject/Description:** General update on WSU Extension Programs

**Attachment:**

**Information:**

- Admiralty Head Lighthouse opens March 2, 2013.
- Scott Chase is being awarded Partner of the Year by the Snohomish conservation District at their Open House and Awards Ceremony on March 26, 2013 in Everett.
- Barbara Bennett provided an update on the Beach Watchers program.

**Subject/Description:** Letter Amendment

**Attachment:** yes

**Action Requested:** Approval of letter amendment to Agreement No. G0600346, Lone Lake Egeria Eradication Project; extending the expiration date from 12/31/12 to 6/30/13.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Amendment #1 to Agreement between Sarah Schmidt, dba Terrafilia and Island County, MRC

**Attachment:** yes

**Action Requested:** Approval of Amendment #1; the agreement is revised to include agreed indemnification and insurance provisions.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, February 20, 2013, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Angie Homola, Member

**Staff:** Pam Dill

**Present:** Ana María d Nunez, Treasurer, Jill Smith

**Others Present:** Elaine Marlow, Budget Director

Record @ 56:12

**Subject/Description:** Change in Certificate of Delinquency for 2013

**Attachment:** none

**Action Requested:** Approval to change the requirement for redemption of properties noted in the 2013 Certificate of Delinquency from payments of all years' unpaid taxes, interest, penalties and costs to payment of the earliest year's unpaid taxes, interest, penalties and costs.

**Follow up:** Okay with full Board to move forward with resolution.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 37  
FEBRUARY 20, 2013 – WORK SESSIONS**

**Subject/Description:** Supplement Processing personnel

**Attachment:** none

**Information:** A temporary 6 month employee was made available internally to help process supplements.

**Subject/Description:** Solicitation of Title Report bids

**Attachment:** yes

**Action Requested:** Solicitation of bids for Title Reports for those properties included on the Certificate of Delinquency.

**Follow up:** Okay with full Board to move forward with resolution approving specifications and authorizing call for bids for title reports for the 2013 Tax Foreclosure.

**Subject/Description:** Property tax statement preparation update

**Attachment:** none

**Information:** Property tax statements are at the printers and should be ready to go out next week. Taxes have been available online since February 6, 2013.

**Monthly Financial Reports  
From Auditor & Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, February 20, 2013, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair                      **Staff:** Pam Dill  
                                 Kelly Emerson, Member  
                                 Jill Johnson, Member

**Present:** Anne LaCour, Ana María d Nunez, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:11:02

**Subject:** Monthly Financial Report

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, February 20, 2013 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair                      **Staff:** Pam Dill  
                                 Kelly Emerson, Member  
                                 Jill Johnson, Member

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 38  
FEBRUARY 20, 2013 – WORK SESSIONS**

**Staff Present:** Bob Pederson, Director, Paula Bradshaw, Andy Griffin, Will Simpson, Brad Johnson

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:28:46

**Subject/Description:** Draft policy for unsafe structures

**Attachment:** draft policy

**Discussion:** Andy Griffin drafted a policy for establishing the criteria to be used to determine the need and priority for enforcement action to remove unsafe structures and equipment. The criteria used to determine priority would be as follows:

- 1.) Life and Health Safety
- 2.) Fire Safety
- 3.) Environmental Protection

**Follow up:** The Board requested Planning submit a Legal Assistance Request to determine the County's liability for adopting policies and the obligation to enforce.

**Subject/Description:** Water System review process

**Attachment:** Memorandum dated 2/13/13 from William Simpson to BOCC

**Information:** Will Simpson provided background information on the review process for Water System Review applications.

**Subject/Description:** 2013 Annual Review Docket/Work Program

**Attachment:** 2013 Docket memo, 2016 Comprehensive Plan update, Public Participation Plan and issue paper

**Action Requested:** Brad Johnson briefed the Board on the Public Participation Plan and preliminary schedule for the 2016 Periodic update of the Comprehensive Plan and development regulations. Planning will bring the draft plan forward to the March Council of Governments (COG) meeting.

**Follow up:** The Board approved moving the 2013 Annual Review Docket forward to a Monday meeting.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, February 20, 2013 at 9:25 a.m. and 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Others Present:** Elaine Marlow, Budget Director, Jim Johnston, Gene Parmelee, Bill Vincent, Kelly Mauck

Record @21:59

**Subject/Description:** Consider applicants for Law & Justice Council/Resignation letters

**Attachments:** yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 39  
FEBRUARY 20, 2013 – WORK SESSIONS**

**Action Requested:** The Board reviewed applicants for the Law & Justice Council and approved the resignation letters.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

**Subject/Description:** Consider appointment to Sno-Isle Libraries Board of Trustees

**Attachments:** yes

**Action Requested:** The Board considered the appointment of Susan Kostick to the Sno-Island Board of Trustees.

**Follow up:** Okay with full Board to move recommendation forward to Monday's agenda.

Record @02:16

**Subject/Description:** Letter from Civil Service Commission

**Attachments:** Ltr dated 2/7/13 from Gene Parmelee, Chair, Civil Service Commission

**Action Requested:** Supplemental budget request in the amount of \$7,500.00 for the Public Safety Testing (PST) organization for testing for promotion to Sergeant.

**Follow up:** *Commissioner Emerson moved approve the transfer of \$7500.00 from the current expense contingency fund to the Civil Service Commission. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, February 20, 2013, at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Kelly Emerson, Member  
Jill Johnson, Member

**Staff:** Pam Dill

**Staff Present:** Elaine Marlow, Budget Director, Don Mason

Record @ 02:37:50

**Subject/Description:** Conservation Futures Process

**Attachments:** none

**Action Requested:** Don Mason provided a Power Point presentation on the Conservation Futures process. Commissioner Johnson would like to better understand the capacity threshold and end goal of the Conservation Futures program.

**Follow-up:** Staff will take a look at what other jurisdictions have done to define benchmarks and bring the discussion back to a future work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 40  
FEBRUARY 20, 2013 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

---

Helen Price Johnson, Chair

---

Kelly Emerson, Member

---

Jill Johnson, Member

ATTEST:

---

Elaine Marlow, Clerk of the Board